



COMMITTEE FOR PURCHASE FROM  
PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

703-603-7740  
FAX 703-603-0655

**JUL 12 2011**

Jefferson Plaza 2, Suite 10800  
1421 Jefferson Davis Highway  
Arlington, Virginia 22202-3259

General Service Administration  
External Service Division

This is to update the Committee Personnel who have signature authority for the finance and accounting documents referenced. This supersedes our memo dated October 1, 2010.

NAME	AUTHORIZED TO SIGN
Loretta J. Alford Program Services Specialist	<b>Receiving Reports</b> <b>Payments Documents:</b> Certified Invoices, Previously Obligated Invoices <b>Cost Transfers and other accounting</b> <b>adjustments</b> <b>Transmittals</b>
Kermit C. Jones Chief of Staff	<b>Receiving Reports</b> <b>Payments Documents:</b> Certified Invoices, Previously Obligated Invoices <b>Obligations:</b> Purchase Orders; Travel Authorizations; Travel Vouchers; Relocation Vouchers; Amendments; Deobligations; MOUs or Interagency Agreements with other agencies <b>Cost</b> <b>Transfers and other accounting adjustments</b> <b>Transmittals</b>
Dennis Lockard General Counsel	<b>Obligations:</b> Purchase Orders; Travel Authorizations; Travel Vouchers; Relocation Vouchers; Amendments; Deobligations; MOUs or Interagency Agreements with other agencies
Kimberly M. Zeich Deputy Executive Director	<b>Obligations:</b> Purchase Orders; Travel Authorizations; Travel Vouchers; Relocation Vouchers; Amendments; Deobligations; MOUs or Interagency Agreements with other agencies <b>Payment Documents:</b> Certified Invoices; Previously Obligated Invoices; Travel Vouchers; Relocation Vouchers
Earnestine Ballard Executive Director	<b>Obligations:</b> Purchase Orders; Travel Authorizations; Relocation Vouchers; Amendments; MOU's or Interagency Agreements with other agencies <b>Payment Documents:</b> Travel Vouchers; Relocation Vouchers

**(b) (6)**

Kermit C. Jones  
Chief of Staff

**INTERAGENCY AGREEMENT**  
**Between**  
**THE GENERAL SERVICES ADMINISTRATION**  
**OFFICE OF THE CHIEF FINANCIAL OFFICER**  
**And**  
**COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE**  
**BLIND OR SEVERELY DISABLED**

**I. PURPOSE**

This Interagency Agreement (IA) constitutes an agreement between the Committee for Purchase from People Who Are Blind or Severely Disabled (AbilityOne) and the General Services Administration (GSA), Office of the Chief Financial Officer (OCFO) as a shared services provider. The OCFO provides financial, payroll, travel, and associated administrative services. This IA documents the terms and conditions which govern the services to be delivered and the relationship of the GSA and the AbilityOne. This IA becomes effective upon signature of both the AbilityOne and the OCFO.

**II. STATEMENT OF LEGAL AUTHORITY**

GSA and the AbilityOne enter into this agreement pursuant to the authority of 40 USC 501 and 502 and the enabling legislation for the agency. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement.

**III. PERIOD OF PERFORMANCE**

The agreement is effective upon signature. The agreement will remain in effect from October 1, 2011 to September 30, 2012 or until amended, replaced, or terminated by signed, mutual agreement of both parties.

**IV. DELIVERABLES**

Under this IA, AbilityOne is receiving support services as described in the Statement of Work including any AbilityOne unique requirements that may be included below.

**V. PRIVACY AND SECURITY**

The OCFO and the AbilityOne have a shared responsibility in protecting Privacy Act and sensitive information, and in maintaining the security of the financial systems.

Privacy Act Information

GSA periodically submits data to its client agencies as it provides payroll, human resources, and/or financial services on a recurring basis. Due to the nature of this information, some of it is sensitive, but unclassified, and may or may not be covered by

the Privacy Act. Any information covered under the Privacy Act is being provided under a routine use exception to a Privacy Act system of records notice that requires disclosure under the Privacy Act. Any customer agency receiving payroll, human resources, and/or financial services from the GSA who has access to private and sensitive personal data agrees to comply with all statutes and corresponding regulations which address the protection and disclosure of such types of data. AbilityOne agrees to establish appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to the security of such records and respond appropriately, as discussed below, to an actual breach.

The OCFO and the AbilityOne understand that there may be accessible information protected by the Privacy Act or other authorities, which must be adhered to. Disclosure to third parties of any of this information must be agreed upon by the OCFO and AbilityOne and only if the request for disclosure has been submitted in accordance with the Freedom of Information Act (FOIA), 5 U.S.C. §552 as amended, or the Privacy Act, 5 U.S.C. §552a. All such information shall be kept confidential to the extent consistent with, and required by, FOIA, Federal statutes, and Federal regulations.

#### Information Security

AbilityOne agrees to use due diligence in ensuring that any systems user from AbilityOne obtains a minimum level National Agency Check with a written Inquiries and Credit report (NACIC) clearance before requesting access to GSA systems. AbilityOne acknowledges that all systems users have an official need to access such information on a least-privileged basis to perform their job role(s) and are in the process and/or have completed a Homeland Security Policy Directive (HSPD) -12 accreditation. Access to GSA systems should be appropriately limited as to systems privileges on a "least privilege" basis and reflect an acceptable "segregation of duties" so that no one user has too many privileges to effect the processing of a single transaction without independent authorization, review, and approval of such transactions.

AbilityOne also agrees to ensure that any system user completes annual IT security awareness (and privacy act awareness training as applicable) and abides by current GSA Information Technology (IT) General Rules of Behavior. The AbilityOne agrees to notify OCFO promptly (within 48 hours under normal circumstances or immediately upon hostile terminations) of users that no longer have a valid need to access the system, so that OCFO can take timely and appropriate actions to remove the account from the system. The AbilityOne agrees to assist OCFO with the annual user recertification by verifying that existing system user accesses are accurate, necessary, and properly segregated as to system privileges to promote compliance with GSA internal control requirements.

External users of GSA systems are responsible for maintaining effective IT security and other internal controls, as applicable. For example, user ID and password information to GSA systems shall be established and protected in accordance with current GSA IT

Security Policy and GSA IT General Rules of Behavior.

The AbilityOne agrees to protect and secure its own connection points to GSA systems for system vulnerabilities. They should also conduct vulnerability scans on a regular basis and apply security patches for vulnerabilities in a timely manner.

#### Security Incidents

Upon discovering a security incident, AbilityOne shall report it in accordance with the Office of Management and Budget (OMB) Memorandum M-07-16 and GSA incident reporting procedures and shall expeditiously notify the appropriate information security official.

The security incident reporting process is reflected in GSA IT Procedural Guide: Incident Response, Chief Information Officer (CIO) IT Security 01-02, July 6, 2010. The Information System Security Officer (ISSO) will be responsible for preparing and filing a GSA Cyber Incident Reporting Form and forwarding this form to the Information Systems Security Manager (ISSM). The ISSM reviews the report and determines the significance of the incident. If deemed significant, the ISSM will forward the incident report to the Senior Agency Information Security Official (SAISO) who determines whether the security incident needs to be reported to the United States Computer Emergency Readiness Team (US-CERT), Office of Inspector General (OIG) or external law enforcement agencies.

In the event that a security incident impacts AbilityOne's connection and data, AbilityOne will take immediate actions to mitigate the potential security incident and promptly notify the OCFO Security point of contact. Security incidents impacting GSA interconnection and data shall be immediately reported to the ISSO and ISSM for OCFO, Office of Financial Management Systems. Security incidents impacting Personally Identifiable Information (PII) for this interconnection must be immediately reported to the GSA Points of Contact identified in section XIV below. Designated GSA Points of Contact will inform the appropriate GSA and/or security contacts.

Further guidance regarding GSA's IT security requirements, can be obtained through the established GSA ISSO.

#### **VI. BILLING**

The AbilityOne agrees to pay as stipulated in the Interagency Agreement. Payment will be via Intra-governmental Payment and Collection (IPAC) or interfund transfer except when special arrangements are made as mutually agreed upon by the GSA and the AbilityOne. Billing will be done quarterly on a reimbursable basis. Payment information (Agency Location Code (ALC), etc.) will be submitted via the Financial Addendum.

In the event of a continuing resolution (CR), GSA and the AbilityOne will operate under the guidelines governing the resolution. Services will be billed consistent with the terms of the continuing resolution.

Questions by the GSA or the AbilityOne concerning IPAC billings shall be addressed to the Points of Contact identified in the section XIV below of this Interagency Agreement.

## **VII. AMENDMENTS**

This IA may be modified based on a written notice submitted by either the GSA or the AbilityOne. Modifications to this IA must be submitted to the Program Manager, GSA Federal Integrated Solutions Center (FISC), or their designee, and either be mutually agreed upon or rejected by both parties within 30 calendar days of a written notice requesting a change. Modifications may be made only with the signature approval of both parties. If the change results in an increase in cost or time to complete performance, such adjustments in price or terms shall be subject to negotiation.

## **VIII. ADDENDUMS**

AbilityOne may order additional work within the scope of this IA throughout the period of performance of the IA. Work requests must be coordinated through the appropriate GSA point of contact. Additional work orders will be made via a separate Financial Addendum initiated through the FISC.

## **IX. TERMINATION**

Both the AbilityOne and the GSA reserve the right to terminate this agreement by notifying the other party in writing (via email or memorandum). GSA may terminate this IA upon 90 days notice in the event of AbilityOne's failure to reimburse GSA for services rendered. Terminations for any other reason by either party will be made upon 90 days notice if agreed mutually by the parties. Notification must be made to the Program Manager, FISC or their designee.

In the event of termination by either party, the GSA agrees to reasonably assist to ensure smooth transition to another provider.

If this agreement, or any order under this agreement, is terminated by the AbilityOne, the AbilityOne assumes responsibility for all costs resulting from the termination, which may include:

- Direct costs already incurred by the GSA in support of the Agreement when costs cannot be similarly canceled or deferred
- Termination costs
- Transition costs as applicable

### Close Out – Financial Management Services

In the event Congress makes the determination to close an Agency or Commission, the client shall be assessed a flat fee equal to three months charges to cover all close out activities, including but not limited to:

- OMB and Treasury reporting required by law
- Preparation and research of Internal Revenue Service (IRS) Form 1099 for payments that have been made on behalf of the client
- Research of past payments
- Other tasks as required

### **X. DISPUTE RESOLUTION**

Non-acceptance issues unable to be resolved informally by GSA and AbilityOne will be handled in accordance with current Intergovernmental Business Rules (Department of the Treasury, current version, Financial Management Service (FMS) Bulletin No. 2007-03).

### **XI. STATEMENT OF WORK**

Under this IA, the AbilityOne is receiving the following services:

- ☒ Financial Management Systems Services
- ☒ Financial Management Reporting and Accounting Support
- ☒ Optional Financial Management Services
- ☐ Business Objects Reporting and Administrative Services
- ☒ Payroll Services
- ☒ Optional Payroll Services
- ☐ Labor Distribution System and Support
- ☐ Optional Labor Distribution Support
- ☐ E-Gov Travel System and Operations Services

### **Financial Management Systems Services**

GSA's core financial management system, Pegasys, is a Financial Systems Integration Office (FSIO) certified, configured version of CGI Federal's commercial-off-the-shelf Momentum Financials suite. Financial management services are supported through Pegasys, GSA's Financial System of record, including the storage of multi-year financial data. GSA provides operations and maintenance services for Pegasys customers including:

- IT Support Services
- Application Management
- Data Center Operations
- Business Continuity and Disaster Recovery

- Systems Integrity Services

GSA has tools available that support financial management reporting and querying.

A Statement on Standards for Attestation Engagements (SSAE 16) audit is conducted annually on Pegasys and the financial management shared services operation. A copy of the results is provided annually to customers.

#### Systems Labor

Labor costs associated with maintenance and support of the GSA financial system.

### **Financial Management Reporting and Accounting Support**

#### Financial Management Reporting

GSA will fulfill Treasury and the OMB external reporting requirements of the AbilityOne, through the following reports based upon the agency's reporting requirements. In addition, the GSA OCFO will serve as a point of contact for financial regulatory issues with Treasury and OMB.

#### Governmentwide Mandated Reports:

- SF 133 – Report on Budget Execution and Budgetary Resources (monthly)
- SF 224 – Statement of Transactions (reported by the third business day of the month)
- SF 132 – Apportionment and Reapportionment Schedule
- Max A-11 – President's Budget Report
- FACTS I – Federal Agencies Centralized Trial Balance System (annually)
- FACTS II – Federal Agencies Centralized Trial Balance System (quarterly)
- FMS 2108 – Year-End Closing Statement (annually)
- Intergovernmental Fiduciary Confirmation System (quarterly)
- ATDAs – Accountability of Tax Dollars Act Statements (quarterly)
- TROR – Treasury Report on Receivables (quarterly)

#### Accounting Support

Accounting support services will be provided in accordance with External Services Branch (ESB) standard operating procedures for obligation and payment documents or as mutually agreed upon by both parties.

- Record commitments, obligations, receipts, and disbursements
- Process accounts receivable, reimbursable, and central collection. The letter of intent must be submitted to the GSA on same day when the bank processes the transfer. The wire transfers must be in Ca\$hLink and coding received by GSA no later than the fifth day prior to month end in order to be processed by month end.

- Process vendor and other types of disbursements in accordance with Prompt Pay regulations
- Reconcile general ledger subsidiary transactions
- Reconcile Fund Balance with Treasury

### **Optional Financial Management Services**

GSA provides on a reimbursable basis for time, material, and labor costs, the following services:

- Customized ad hoc queries or other specialized information requests, requiring other than routine analysis and normal processing, will be charged separately at the rate of \$90.00 per hour, minimum of \$135.
- Manual Payments are disbursements processed outside of the automated payment system and are charged at the rate of \$25.00 for each manual payment. The AbilityOne will be billed on a quarterly basis for all manual payments processed during the previous quarter.

### **Payroll Services**

GSA's National Payroll Branch (NPB) will furnish all necessary payroll functions as provided by GSA's Payroll Accounting and Reporting (PAR) system.

GSA will pay all salaries and government contributions to all appropriate benefit plans from its deposit accounts. Using the Treasury IPAC process, these charges are to be reimbursed to GSA on a biweekly basis against the appropriation of the ordering activity. GSA will provide appropriate detail in support of these charges each pay period.

A SSAE 16 audit is conducted annually on PAR and the payroll operation. A copy of the results is provided annually.

The following items are included in GSA's base payroll services:

- Collect and maintain all Time and Attendance records utilizing the Electronic Time and Attendance Management System (ETAMS).
- Track and monitor all activities from initial hire through final payments at separation and submission of retirement records to the Office of Personnel Management (OPM).
- Perform the following payroll related processes:
  - Collect time and attendance data
  - Report and release time and attendance data
  - Edit and correct time and attendance data
  - Accrue, process, and adjust leave
  - All routine employee deduction/input documents



- All current and retroactive pay and leave actions generated due to personnel actions processed
  - Automated Form W-2 reporting
  - Employer quarterly tax reporting
  - Automated employment verification
  - Associated payroll management reports, including, but not limited to, budget reports and accounting distribution summary reports.
- Manage Federal Employee Health Benefits (FEHB) Temporary Continuation of Coverage (TCC) for the AbilityOne employees.
- Provide data as required by the OPM for the SF-113A Feeder Data Report and SF-113G Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment to the AbilityOne by the 10th of each month reflecting information for the preceding month.
- Provide comprehensive payroll reports:
  - Electronic Pay and Leave Statements
  - Premium Pay Validation reports
  - Supervisory Time and Attendance Certification reports
  - Quarterly Overtime reports
  - Consolidated Payroll reports
  - Accounting Distribution report

#### **Optional Payroll Services:**

- All costs for non-routine system changes will be borne by the AbilityOne.
  - Requests for system changes will be evaluated by the NPB Change Control Board (CCB). Such requests should be submitted to the Branch Chief, NPB in a written memorandum format. Costs for PAR system changes will be assessed based upon time, material, and labor costs of \$80 per hour with a minimum charge of \$500. The AbilityOne will be notified subsequently of the implementation viability, timeframes, and associated costs of their request.
- These Optional Payroll Services include:
- Services requested to comply with the AbilityOne's policy that requires system changes
    - Extemporaneous additional services requested that are not identified in the basic payroll services that result in changes to the PAR system
    - Customized ad hoc queries, reports, or any other specialized requests for information requiring other than routine analysis and normal processing. Such requests should be submitted to the Branch Chief, NPB on the NPB "Request for Customized Adhoc Query and Reporting" form which can be provided upon request.
  - Work and activities performed by the GSA, NPB, in conjunction with AbilityOne audit activity, will be charged based upon GSA's time, material and labor costs. Minimum reimbursable charge is \$100.
  - Centralized Enrollment Clearinghouse (CLER) for FEHB Reconciliation.
  - Onsite ETAMS Training.

- Optional Payroll Services will be billed based upon the FY12 Premium Services Price List in the quarter following their occurrence.

<b>Premium Payroll Services</b>	<b>Billing Rates</b>
Customized Adhoc Payroll Reports	\$80 per hour with a minimum charge of \$500
Amended Timecards Processed	\$0.16 per amended timecard
Manual Personnel Action Input	First 100 actions free - \$1.30 per personnel action thereafter
Centralized Enrollment Clearinghouse System (CLER) Federal Employee Health Benefits (FEHB) Reconciliation	\$3.00 per headcount per year
Manual Payments (Client Agency Requested)	\$49.50 per manual payment
Paper Check Processed vs. Electronic Funds Transfer (not including biweekly salary paper checks)	\$24.50 per check
Foreign Allowance Research and Modification of Payroll System Records	Time & Materials; minimum charge \$100.00

## XII. PERFORMANCE MEASURES

<b>Financial Management</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
Core Financial System Application Availability: Available 24/7 except during scheduled maintenance periods	99% available
System Security Scans: The number of scans of servers, on which the core financial management applications are hosted, conducted during the reporting month.	1 per month
Invoice Payments: Invoices scheduled for payment within 5 working days of receipt	97% on time

Payroll	
Performance Measure	Metric Target
Disbursements	
Made on or before the scheduled process date	99% timely payroll disbursements 99% accuracy based on information provided
Reports	
External reports/interfaces completed by scheduled due dates based on timely receipt of required documentation	96% timely reports/interfaces 100% accuracy based on information provided
Hours of Operation	
Customer Service help desks available to AbilityOne during established hours: Monday through Friday, 8am – 5:30pm ET; excluding Federal holidays.	100% available
Customer Service Help Desks	
Call/Inquiry is returned within four business hours.	98% response rate
Client employee issues are resolved, within four business days depending on complexity of issue.	98% response rate.
Employee input is entered into the Payroll system (PAR) during the pay period received or by the requested pay period, whichever is later.	98% input within established deadline
System Availability	
Employee Express (EEX) system available to AbilityOne 24/7 except during a scheduled maintenance period between 4:30 pm ET on the Wednesday until Noon ET Thursday after the pay period ending date.	98% available

<b>Payroll</b>	
<b>Performance Measure</b>	<b>Metric Target</b>
System Performance	
Internal system response time within established parameters.	98% available

### XIII. PRICE

The cost of services outlined in this IA is **\$63,911** for the IA period of performance.

<b>Annual Servicing Fees</b>	<b>Cost</b>
<b>Financial Management</b>	
-Service Fees	\$57,353
-System Fees	\$3,018
<b>Payroll</b>	
-Systems and Services	\$3,540
-Estimated Optional Payroll Services	\$0
<b>Total</b>	<b>\$63,911</b>

Financial Management Service fees for FY12 are based on actual historic costs from data gathered in GSA's Labor Distribution System. The fees cited for FY12 are based on the current level of services provided to AbilityOne. If additional services are required, an estimate of the fee for these services will be provided to AbilityOne at the time of the request for these services and a signed amendment will be required before any new work is started.

Financial Management Systems fees for FY12 are based on actual historic labor costs from data gathered in Financial Management Systems annual workload assessment. This charge is incurred on a per document basis when a document is processed through a GSA financial system. System labor charges are likely to differ from year to year due to document volume attributed to AbilityOne. The fees cited for FY12 are based on the number of documents processed in FY11 for AbilityOne. The FY12 cost per document is \$0.59.

For payroll services, the total cost for FY12 is estimated to be \$3,540 based upon an average of 30 paid employees at a rate of \$118 per paid employee per year for basic payroll services and ETAMS. This amount will be billed quarterly based on the average billable headcount from the previous quarter multiplied by one fourth of the annual price listed above, in advance to the account for the AbilityOne. The charge will be adjusted, if necessary, during the fourth quarter of the fiscal year to conform to actual costs the GSA NPB experiences while providing support during the fiscal year.

The client should ensure that any financial obligations incurred under this Agreement are properly recorded so that the funds are available to pay for the stated services for the duration of the Agreement. Clients' failure to provide timely and adequate funding as required under the IA will result in termination of the IA as provided in the Termination Section.

GSA's acceptance of the AbilityOne's funding document creates and executes the actual obligation between the AbilityOne and the GSA. The AbilityOne funding document must include the existing bona fide requirement (a clear detailed statement identifying the client agency's requirement), type of funding (i.e. annual appropriation, procurement, research and development), the availability period for new obligations for each type of funding appropriation, amount being obligated by the client, a certification signed by an agency certifying/official funds manager having authority to obligate the funds, the office to contact when there is a need to de-obligate funds at the end of the project(s), and the following statement: "By signing the funding document, the Issuer verifies that the funds are legally available for the purpose of the administrative shared service activities to be performed by GSA; all unique funding and procurement requirements, including statutory or regulatory requirements applicable to the funding being provided, have been disclosed to GSA; and all internal reviews and approvals required prior to placing the order with GSA have been completed."

#### **XIV. POINTS OF CONTACT**

##### **General Services Administration**

###### **OCFO, Federal Integrated Solutions Center**

Sharon S. Pugh  
Program Manager, FISC  
1500 E. Bannister Road, Room 1188  
Kansas City, MO 64131  
816-213-3014  
[sharon.pugh@gsa.gov](mailto:sharon.pugh@gsa.gov)

###### **OCFO, National Payroll Branch**

James McAfee  
Chief, National Payroll Branch  
1500 E. Bannister Road, Room 1118  
Kansas City, MO 64131  
816-926-8369  
[james.mcafee@gsa.gov](mailto:james.mcafee@gsa.gov)

###### **OCFO, Financial and Accounting Services**

Scott Royster  
Chief, External Services Branch  
1500 E. Bannister Road, Room 1061  
Kansas City, MO 64131  
(816) 926-5072  
[scott.royster@gsa.gov](mailto:scott.royster@gsa.gov)

##### **Committee for Purchase from People Who Are Blind or Severely Disabled**

K. C. Jones

1421 Jefferson Davis Hwy. JP2 Ste 10800  
Arlington, VA 22202  
703-603-2120  
[kjones@abilityone.gov](mailto:kjones@abilityone.gov)

## XV. APPROVALS

This Interagency Agreement is executed on the 1<sup>st</sup> day of October, 2011.

Approved and accepted by Authorizing Officials:

**General Services Administration**

**Committee for Purchase from  
People Who Are Blind or Severely  
Disabled**

**(b) (6)**

Alexis M. Stowe (Date)  
Deputy Chief Financial Officer/  
Director of Financial Policy and  
Operations

Kimberly M. Zeich (Date)  
Deputy Executive Director

General Services Administration  
Office of the Chief Financial Officer  
Federal Integrated Solutions Center  
Reimbursable Agreement – Financial Addendum

Interagency Agreement: AbilityOne1201  
Amendment Number:

Financial Addendum

1. GSA FISC Point of Contact:

Sharon Pugh  
GSA Federal Integrated Solutions Center  
1500 E Bannister Road, Room 1130  
Kansas City, MO 64131  
Phone: 816-213-3014  
Email: Sharon.pugh@gsa.gov

2. Client Point of Contact:

Name: K. C. Jones  
Organization: Committee for Purchase from People Who Are Blind or  
Severely Disabled  
Address: 1421 Jefferson Davis Highway, JP2 Ste 10800  
Arlington, VA 22202  
Phone: 703-603-2120  
Email: kjones@abilityone.gov

3. GSA Financial/Billing POC:

Financial Management Services  
Anita Phetteplace  
GSA External Services Branch  
1500 E Bannister Road, Room 1061  
Kansas City, MO 64131  
Phone: 816-823-5385  
Email: anita.phetteplace@gsa.gov

4. Client Financial/Billing POC:

Name: K. C. Jones  
Organization: Committee for Purchase from People Who Are Blind or  
Severely Disabled  
Address: 1421 Jefferson Davis Highway, JP2 Ste 10800  
Arlington, VA 22202  
Phone: 703-603-2120  
Email: kjones@abilityone.gov

GSA Payroll Services

Charles Bloomberg  
GSA National Payroll Branch  
1500 E Bannister Road, Room 1118  
Kansas City, MO 64131  
Phone: 816-823-2480  
E-mail: Charles.Bloomberg@gsa.gov

5. GSA Billing Information:

Agency Location Code: 47000016  
Treasury Account Symbol: 47X4540.1  
BETC Code: COLL  
BPN Number: 964253686

6. Client Billing Information:

Agency Location Code: 47000016  
Treasury Account Symbol: 95\_2000  
BETC Code: DISB  
BPN Number: 928275536

7. Client Certifying Official:

(b) (6)

2/18/2011

Name: Kimberly M. Zeich  
Title: Deputy Executive Director

Date

By signing the funding document you, the client, have verified that the funds are legally available for the purpose of the shared services activities to be performed by GSA; all unique funding and procurement requirements, including statutory or regulatory requirements applicable to the funding being provided, have been disclosed to GSA; and all internal reviews and approvals required prior to placing the order with GSA have been completed. The client will ensure that this Addendum is signed by an official who is authorized to certify funds. If this is a decrease in funds, the client will ensure the proper deobligation of this amount from their general ledgers.

8. Purchase Order Number:

964253686

9. Type of Funding (One Year, Multi-year, No Year):

One Year

10. Dollars Obligated:  
\$63,911

11. Date of Expiration of Funding Source:

30 September 2012

12. Within the bona fide need established in the referenced IA, describe the specific purpose of these funds:

Payroll and Financial Services

13. Identify any unique funding requirements, including statutory or regulatory requirements, applicable to these funds:

14. Remarks: